

Finance Dashboard - My Finance Query

Multi Year Query User Guide - for Grant only

Part I - Gaining Access

1. Make sure you have authorized Fund/Organization (FOAPAL) access in Banner.

FOAPAL stands for six accounting elements of finance data in Banner: Fund, Organization, Account, Program, Activity and Location. FOAPAL authorization can also be called Fund-Organization Access. In Banner, all access to the (University and Foundation) Finance data is based on the Fund/Organization Access that has been authorized/established for an individual. **You must have (Approver, Originator or View) access to a Fund/Organization before you can create any query.**

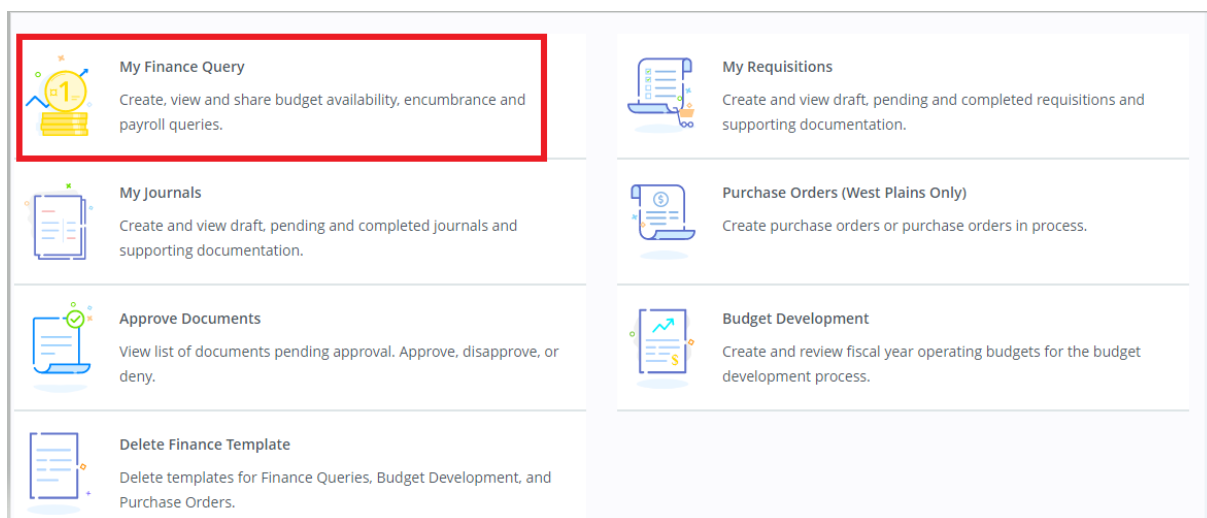
To request “Approver” access, submit a [FOAPAL Authorization - Approver](#) Request. This form can be used to replace approver access.

To request “Originator” or “View Only” access, submit a [FOAPAL Authorization - Originator/View](#) Request.

If necessary, you may run [Fund & Organization Access Report](#) report to check access for you or others. [What does Approver, Originator or View Access mean?](#)

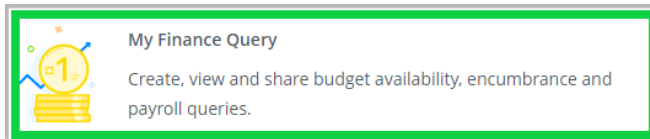
2. Access Finance Dashboard **My Finance Query** Options.

From [My Missouri State](#) portal, use the **Discover** tool from the main menu and search “Finance”, select **Finance Resources** card and click on **Finance Dashboard** to start.

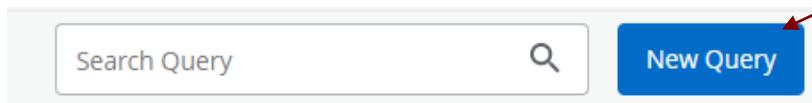


Part II - Create a Multi-Year Query

1. From **My Finance Dashboard** click on **My Finance Query** to start.



2. Click New Query to start.

A search bar with the placeholder text "Search Query" and a magnifying glass icon. To the right of the search bar is a blue button labeled "New Query". A red arrow points to the "New Query" button.

3. Determine how you want to run your budget query by selecting the query type: **Multi Year Query**.

Create New Query

Select Query Type

Multi Year Query

4. Select or Search Available Values within each field for your report. Grant code is required for this report. You may leave the organization code blank.

Create New Query

Chart *

U MISSOURI STATE UNIVERSITY x▼

Index

Choose Index ▼

Fund

Choose Fund ▼

Grant *

I02534 52014 - EGR-MSU S-STEM x▼

Organization

Choose Organization ▼

Account

Choose Account ▼

Program

Choose Program ▼

Activity

Choose Activity ▼

Location

Choose Location ▼

Fund Type

Choose Fund Type ▼

Account Type

Choose Account Type ▼

☒ Include Revenue Accounts

5. Select running **date range**. The system will populate the starting and ending date of a grant automatically; you may change the date range. **Please note that calendar months from January to December are displayed numerically as 01 to 12.** Check the **"Compare"** box to perform a comparison query, if needed. Select **columns** to be included in your report and click **Submit**.

Create New Query

Date From *

01 x▼

2015 x▼

Date To

09 x▼

2021 x▼

Grant Ledger

☐ Adopted Budget ⓘ

☒ Year to Date ⓘ

☐ Budget Adjustment ⓘ

☒ Encumbrance ⓘ

☒ Adjusted Budget ⓘ

☐ Reservation ⓘ

☒ Temporary Budget ⓘ

☒ Commitments ⓘ

☒ Accounted Budget ⓘ

☒ Available Balance ⓘ

SUBMIT

6. View Query Results

Click on linked amounts to view details of reported amounts.

52014 - EGR-MSU S-STEM - I02534

Query Results

Account	Account Title	Adjusted Budget	Temporary Budget	Accounted Budget	Year to Date	Encumbrances	Commitments	Available Balance
51901	FEDERAL SCHOLARS & FELLOWS	\$0.00	\$0.00	\$0.00	(\$520,795.10)	\$0.00	\$0.00	\$520,795.10
52014	NATIONAL SCIENCE FOUNDATION	\$0.00	\$0.00	\$0.00	\$625,546.87	\$0.00	\$0.00	(\$625,546.87)
61201	SUMMER RESEARCH	\$0.00	\$0.00	\$0.00	\$43,935.00	\$0.00	\$0.00	(\$43,935.00)
62001	OTHER PROFESSIONAL	\$41,691.00	\$41,691.00	\$41,691.00	\$0.00	\$0.00	\$0.00	\$41,691.00
63100	STUDENT WAGES	\$18,000.00	\$18,000.00	\$18,000.00	\$14,090.61	\$0.00	\$0.00	\$3,909.39
69100	FRINGE BENEFIT POOL-EMP-RETIRE ELIG	\$14,424.00	\$14,424.00	\$14,424.00	\$16,530.81	\$0.00	\$0.00	(\$2,106.81)
Report Total (of all records)		(\$628,164.00)	(\$628,164.00)	(\$628,164.00)	\$0.00	\$0.00	\$0.00	(\$628,164.00)

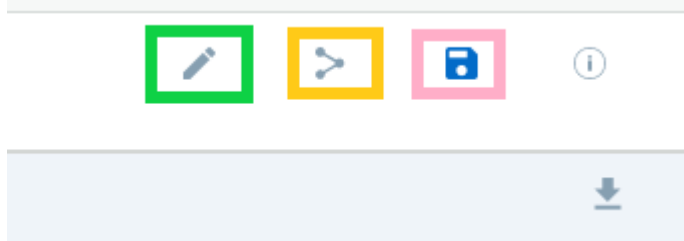
7. Compute additional column amount if desired by clicking the “+” sign on the up right corner.



8. Download query Results into Excel if desired.



9. Use “Edit Query” button to modify the values if needed. Use “Share Query” button to share the report if needed. Use the “Save” button to save the report if needed.



Part III - Drill Down Feature

All queries have the feature to let you drill down to see the detail of the document such as its back-up (supporting) document in BDM except Budget Quick Query & Payroll Expense Detail Query.


Click on the any amount from your query, it opens a new page with detail line items.

Query Results							+	↓
Account	Account Title	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Commitments	FY23/PD14 Available Balance		
734	SERVICES	\$59,509.00	\$0.00	\$0.00	\$0.00	\$59,509.00		
73403	SVC-EQUIP REPAIRS & MAINT- COMPUTERS	\$0.00	\$3,215.00	\$0.00	\$0.00	(\$3,215.00)		
73411	SVC-OFFICE OUTSIDE	\$0.00	\$12,092.28	\$0.00	\$0.00	(\$12,092.28)		
73415	SVC-PRINTING, BINDING & PHOTOS	\$0.00	\$5,698.58	\$0.00	\$0.00	(\$5,698.58)		
73416	SVC-PROFESSIONAL-AUDITING & ACCTNG	\$0.00	\$9,500.00	\$0.00	\$0.00	(\$9,500.00)		
73420	SVC-PROFESSIONAL-OTHER	\$0.00	\$400.00	\$0.00	\$0.00	(\$400.00)		
73424	SVC-TELECOMMUNICATIONS- LOCAL	\$0.00	\$8,012.10	\$0.00	\$0.00	(\$8,012.10)		

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description
10/17/2022	10/17/2022	I0610027 ⓘ	Shred-It USA LLC
10/17/2022	10/17/2022	I0610028 ⓘ	Shred-It USA LLC
10/17/2022	10/17/2022	I0610030 ⓘ	Shred-It USA LLC
10/18/2022	10/18/2022	I0610189 ⓘ	Thomson Reuters Inc
10/18/2022	10/18/2022	I0610190 ⓘ	Thomson Reuters Inc
10/21/2022	10/21/2022	I0610549 ⓘ	Shred-It USA LLC
10/31/2022	11/11/2022	TC000183 ⓘ	Work Order Charges-----October
12/05/2022	12/05/2022	INC14647 ⓘ	Verizon Wireless
Report Total (of all records)			

If you click on the document number (example I0610027), it opens the PDF of the document:

1 / 1 | 100% + | [Icons]



INVOICE

Invoice Number	I0610027	Submission	1	Purchase Order	
Invoice Date	07/25/2022	Vendor Invoice	8002033950	Vendor	Shred-It USA LLC (M03355774)
Transaction Date	10/17/2022	Suspense	No	28883 Network Place	
Payment Due	10/17/2022	Cancel Date			
Document Total	71.80	Open/Paid	P	Chicago IL 60673-1288	
Accounting Type	Document Level	Hold	N	6974733-	
1099 Tax ID		Credit Memo	N	Collects Tax	Collects No Taxes
1099 Vendor	N	Recurring	N	Discount Code	
Matching	U	Income Type		Currency	

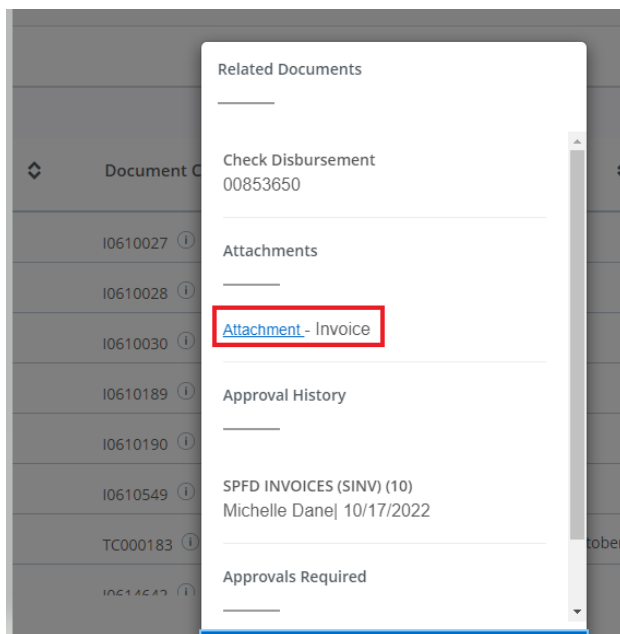
Header Text

Commodities

Item	Description	U/M	Tax Group	Tolerance Override	Final Pay	Last Receipt	Suspense
1	AP Direct Pay-CORP Services(ZDSVC)						No
					Approved	Other	Net Total
					Amount	71.80	0.00
							71.80

If you click on the circle button ⓘ, it opens a new window where it give you the link to the backup documents for this document.

You must have access to ALL fund-organization on this document for you to be able to view the back-up document. If not, you will get error message saying the access is denied. Contact your budget officer or cost center budget analyst for assistance. To check to see what fund-organizaition access you have, run Budget Access by Fund and Organization at this page: <https://www.missouristate.edu/FinancialServices/fund-and-organization.htm>



Click on the Attachment button, it opens the backup document in BDM.

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72% Zoom

Text Search EMA

Missouri State UNIVERSITY

PAYMENT REQUEST FORM
Not to be used for Budget Transfer

[Click Here for Form Instructions](#)
[Click Here for Form Questions & Answers](#)

You must have originator access to the budget (fund-org) to complete this form.
If not, submit a [FOAPAL Authorization - Originator/View Request](#)

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